



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

December 3, 2003

Dear Superintendent/Administrator:

Subject: NCLB 04-08 Program Update

This letter summarizes important and time-sensitive information regarding NCLB Programs, and is one of a series of periodic communications to update all LEAs receiving NCLB funding. Each update letter will be emailed and mailed to you and your designated NCLB Coordinator; please ensure that contact information is up-to-date in your General Statement of Assurance (GSA) via Grant Management.

Mega Conference

Each year attendance at our annual Mega Conference continues to grow. We thank all of the 700 Arizona educators who participated in the conference last month! We had wonderful (keynote and luncheon) speakers and presenters, and honored over 70 outstanding educators during Tuesday evening's Honors Program. ***If you did not pick up your Certificate of Attendance at the Mega Conference, please contact Ms. Pat Scott at pscott@ade.az.gov or (602) 542-7847 to request your copy.***

Upcoming NCLB Reports & Competitive Grant Application Deadlines

(listed in order of due date)

Please refer to page 2-3 for more detailed information on each report/ grant opportunity.

LEA	Report/ Grant	Data Required	Format	Deadline
Received NCLB Funds in 2002-03	NCLB Consolidated Performance Report	Performance data; school selection; high-qualified prof. dev.; core academic classes	Excel file. Email	10/31/03 (overdue)
Had school(s) identified in their district for school improvement in 2002-03	<i>(Addendum to Consolidated Report)</i> Public School Choice/ Supplemental Services Report	Students who transferred, parents/ students who opted for school choice, students who received supplemental education services, in 2002-03	Common Logon	12/10/03
Has ELL Program	SAIS	ELL Participation Data	SAIS	12/19/03
Applied for NCLB funds in 2003-04	Final LEA Consolidated Plan	Detailed narratives and budgets	Common Logon	12/31/03
Title I, D LEA subgrant recipients & new LEA applicants (must qualify)	Neglected or Delinquent Student Count Report	Caseload data for delinquent and neglected students	Common Logon	1/6/04
To Receive NCLB Funds in 2003-04	Assurance of Comparability	Method of comparability determination; source documentation of calculations	Common Logon	1/15/04
Competitive Grant	Title II, B- Math and Science Partnerships	Grant Application	Common Logon	1/23/04
Competitive Grant	Title I, F- Comprehensive School Reform	Grant Application	Common Logon	1/31/04 tentative

NCLB Reports

NCLB Consolidated Performance Report

If you have not submitted your original NCLB Consolidated Performance Report, please e-mail the completed report (Excel file) to Ms. Janet Chin at jchin@ade.az.gov. **You are reminded that failure to submit requested information may result in interruption of your NCLB funding.**

Addendum to NCLB Consolidated Report

Although the NCLB Consolidated Report for 2002-03 was due October 31, 2003, ***the U.S. Department of Education is requesting additional information from those LEAs with schools identified for school improvement during 2002-2003. LEAs must submit the requested information (via Public School Choice/Supplemental Services Report) by December 10, 2003.*** Affected LEAs were notified on 11/25/03 (NCLB 04-06) of the instructions on how to submit this information via the ADE website through the Academic Achievement Reports using the Common Logon. ***Questions regarding this Addendum should be directed to Ms. Kim Strehlow at kstrehl@ade.az.gov.***

ELL Participation Data

You are reminded that all ELL participation data is collected through SAIS. Determination of various state and federal funding is dependent upon accurate student counts. ***A letter has been sent to all superintendents and Title III directors requesting ELL data be verified by December 19, 2003.***

NCLB Final LEA Consolidated Plan

You are reminded that NCLB Final LEA Consolidated Plans are due **December 31, 2003**. Submissions must be made via the ADE web site through the Academic Achievement Reports in the Common Logon Menu. We have received many questions regarding which data was pre-entered and which data LEAs need to enter. The data that was pre-entered (appearing in your plan template) is data that is publicly available on the ADE web site. ***LEAs need to enter the required disaggregated data. Please report percentages (not actual numbers) to protect individual student identification.*** Note: LEAs should not report a percentage that represents less than 30 students in the district (the Final Plan will become a public document). Also, your narratives should explain how your Final Plan incorporates the analysis of both aggregated and disaggregated achievement data.

Neglected or Delinquent Student Count Report

The ADE must report the annual results of the Neglected or Delinquent student count survey to the U.S. Department of Education by January 15, 2004. ***New This Year – Geographic LEAs must contact all institutions (not state operated or supported institutions) located within their district boundaries that serve neglected or delinquent students to complete the N or D survey of October caseload data (enrollment), and submit the compiled data to ADE by January 6, 2004. Student count totals for neglected and delinquent institutions must be submitted by the LEA via the Common Logon, Academic Achievement Reports, Neglected or Delinquent Student Count Report.*** Approximately 30 LEAs that received Title I, Part D, Subpart 2 funds for this current year (FY04) will receive the specific instructions on conducting the survey. The remaining geographic districts can become eligible for Title I, Part D, Subpart 2 funds if they have N or D institutions located within their district and report their N&D student counts. Please contact Ms. Janet Chin at jchin@ade.az.gov to receive the survey instructions.

Assurance of Comparability and Summary of Title I Fiscal Requirements

Comparability is a fiscal requirement that ensures that state and local funds are being used in participating schools to provide services that are, at least, comparable to services an LEA is providing to schools not receiving Title I funds, or are substantially comparable if all schools are being served. A summary of the fiscal requirements, including "supplement, not supplant funds," and "maintenance of effort", is being sent under separate cover, along with detailed instructions on how LEAs can complete the assurance of comparability this year and use the comparability determination report (worksheets). ***New - LEAs should submit this assurance of comparability via the ADE website through the Academic Achievement Reports using the Common Logon by January 15, 2004, even if your LEA is exempt***

(has only one building per grade span). LEAs must maintain source documentation to support the calculations in their administrative offices and have it available for review by January 15, 2004.

Competitive Grant Opportunities

Two competitive grants were described in sessions at the Mega Conference last month.

The application for the Title II, Part B – Mathematics and Science Partnerships is now available and closes Friday, **January 23, 2004**. Contact Ms. Catherine Hintze at chintze@ade.az.gov.

Schools that received Title I school improvement grants last year will be notified when the Comprehensive School Reform Program application for new grants will go active later this week. Expect the due date to be the **end of January 2004**. Contact Ms. Janice Smith at jsmith@ade.az.gov.

Both Catherine and Janice will hold additional grant information sessions in early January for interested applicants. Check the ADE calendar on the web site home page for dates and locations. Per ADE policy, grant awards will not be made to schools and LEAs who are out of compliance with state or federal requirements.

Title I Distinguished School

With the valuable assistance of members of the Committee of Practitioners, the ADE has nominated **Madison Rose Lane Elementary School in the Madison Elementary School District** for recognition at the National State Title I Directors (NASTID) Conference as the **Arizona Title I Distinguished School**. Twenty-eight Title I schools in Arizona were invited to apply for this recognition. Each of these schools met the criteria established by NASTID: three consecutive years of meeting AYP, poverty of level of at least 40%, and academic achievement (above the state average for all AIMS in all grades and subjects). Nineteen applications were reviewed and 3 schools were chosen for site visits: Village Meadows in Deer Valley Unified School District; Sahuarita Middle School in Sahuarita Unified School District; and Madison Rose Lane Elementary School in the Madison Elementary School District.

Staff Update

The Academic Achievement Division welcomes **Karen Butterfield** as the new Deputy Associate Superintendent for Innovative and Exemplary Programs. Karen's responsibilities include Title V-A, Indian Education, Migrant Education, Neglected or Delinquent Programs, Homeless Education, Gifted Education, Arts Education and Dropout Prevention Programs.

Bobbie Orlando has accepted the position of Monitoring Manager and will coordinate the compliance responsibilities of the division.

Janice Smith has moved from coordinating Title II-A (Teacher and Principal Training and Recruitment Funds) to coordinating the Title I, Part F (Comprehensive School Reform Program).

As you complete your first semester and with the approach of the holidays, we realize that schools and LEAs are very busy. Just as last year was the beginning year for NCLB programs, this year is the initial year for the implementation of reporting and accountability systems under NCLB. By developing more online reports and looking for additional ways to use SAIS data, we hope to continue to assist our schools and LEAs in meeting their data submission requirements.

On behalf of the Academic Achievement Division staff, best wishes for a safe holiday season.

Sincerely,

Nancy Konitzer
Deputy Associate Superintendent
Title I and NCLB Consolidated Activities

CC: NCLB Coordinator